

**Housing Investment Program
Application Form**

Date of application _____

1. Address of project requesting CRA investment:

2. Name of Applicant:

Address of Applicant:

Phone:

Fax:

Email:

3. Does the applicant own project property? ____ Yes ____ No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. What is the total estimated project investment?

Current assessed value:

New capital investment dollars:

Total estimated new assessment:

5. What is the percentage (%) amount of ownership equity relative to total estimated project investment?

_____ 20% or more

_____ 10% to 19.9%

_____ Less than 10%

_____ None

6. Is this a rental or for sale development?

_____ Rental

_____ For sale

7. How many total units are being developed? _____

8. How many units are set-aside for affordable households? _____

9. When is it anticipated that construction will begin, assuming project receives HIP assistance? (A detailed project schedule must accompany application).

_____ Less than 12 months

_____ 12 to 16 months

_____ 6 to 24 months

_____ Longer than 24 months

10. Include with this application:

- Description of proposed development/improvement to the property
- Preliminary site plan, floor plans and renderings that enable staff to determine quality of design; parking must be included in the site plan and meet current code regulations
- Infrastructure improvements, if any, in either the public ROW or on private property
- Preliminary project schedule
- Tenant makeup
- Resume of developer indicating related development experience
- Business and Financial Information:
 - *Business Plan
 - *Pro forma
 - *Mortgage on property
 - *Lease agreements
 - *Letter of Intent from lending institution
 - *Partnership and/or ownership information with equity positions

The Housing Investment Program benefits are contingent on funding availability and CRA approval, and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan and Community Redevelopment Plan.